

## Job Opening

*Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.*

**Our Values: Success – Collaboration – People – Positivity**

Position:	Donation Attendant	
Location:	Milham, Portage, MI	
Wage:	\$9.25 per hour	
Classification:	Part-time Associate	8/27/2016
Number of Openings:	1	
Hours:	25 hours per week. Varied including days, evenings and weekends.	
Submit Applications To:	<a href="http://www.goodwillswmi.org/2016/08/29/donation-attendant/">http://www.goodwillswmi.org/2016/08/29/donation-attendant/</a>	

### Job Duties:

- Greet donors and unload vehicles
- Sort donated goods
- Maintain and organize back room and donations area – both interior and exterior
- Support team in pricing furniture and wares, and testing/pricing electrical merchandise
- Load/unload trailers in a safe and efficient manner (depends on location)
- Ensure all receipts and donation records are complete and organized
- Perform any additional duties as assigned by management

### Qualifications:

1. Ability to operate or be trained to operate walk-behind fork lift in a safe manner (depends on location)
2. Ability to use pallet jack to move pallets
3. Ability to perform basic arithmetic, reading and writing
4. Skill in organizing/categorizing
5. Ability to multitask and remain positive under pressure
6. Previous warehouse experience preferred
7. Previous retail or customer service experience preferred
8. High school diploma or equivalent preferred
9. Regularly lift 35 pounds; pushing, pulling, twisting, bending, reaching; constant standing and walking
10. Must be able to pass pre-employment drug screen and theft-related criminal background check

Must be able to work a variety of hours and days of the week consistently

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.